

Subject: Recommended Form for Strategic Studies.

Recommendations

1. Following is based on (1) experience in present assignment since Dec. 1940, and (2) previous organizational, research, and other similar and cognate experience as per Encl. (B) ((submitted solely for background)):

a. Sectioning and Paragraphing.

- (1) Encl. (A) is the proposed Sectional arrangement of subjects. (There would be no such sub-divisions as "books", "volumes", or "parts", - but SECTIONS, as indicated).
- (2) Each Section would have Arabic-numeraled paragraphs. (Not to exceed nine, in any particular Section); and these paragraph numbers would be in the particular "teen" ("ty", or ten) series corresponding to the number of the Section, - as indicated on Encl. (A).
(There are several reasons why this is greatly advantageous, some of which will be further considered below).
- (3) The sub-paragraphs would be small-lettered (as per in present letter). Sub-subparagraphs and sub-sub-subparagraphs, etc., could then be

(1),	(2),	(3),
(a),	(b),	(c),
(i),	(ii),	(iii),
(A),	(B),	(C), etc.

 (As per existing Naval and Army correspondence regulations.)

b. Content of Specific Sections.

Sect. I: As at present.

Sect. II: A brief, resumal or summary, geographic & climatic description, with any other particularly pertinent physiography; and:
Brief Military geography paragraph; suitability for military & air operations paragraph; etc.

Sect. III: As at present.

Sect. IV: As at present.

Sect. V: As at present (and to include:
Roads. Railways. Telecommunications;
Power Network; Logistics in general;
Ports & Shipping (general); Commercial Aviation.

Sect. VI: As in recent ONI "100" monographs (and as per COM AMPH FORCE Ltr. etc.). To have each important Port (including Airports, if important), - in great detail, & with plans, mosaics, defenses, etc. (As per [REDACTED] Com Amph Force Ltr., and recent "100" series ONI studies).

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Sect. VII: To be procured from Army Medical, or/& Navy Medical, or/& Public Health Service (wherever it can be gotten from)

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Sect. VIII: To be provided or procured by Army, normally (otherwise, by editing Agency as feasible)

Sect. IX: To be prepared or procured by Navy.

Sect. X: To be prepared by aerologists (Army, Navy, Air Corps, or Weather Bureau, - wherever it can be gotten from)

Sect. XI: To include Forces, Weapons, & Defenses (including nets & booms, & mines)

Sect. XII: ARMY AIR

Sect. XIII: NAVAL AIR

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Sect. XIV: To include Fleet, Armament, and Fleet Bases & Fleet Maintenance (As per [REDACTED] and also ONI-102, for example).

c. Matter to be included.

There would be a general indication prescribed, as to subjects desirable and desired to have covered in the different sections; but not specific prescriptions. (This to be left to the preparer; and it changes). Also, Sectional Appendices could be used:

Thus, under Sect. V (ECONOMIC), there could be sectional Appendices "Y-A", "Y-B", etc.).

d. Sources of Material.

(1) OSS to prepare following:

- (a) Section III, - PEOPLE (& SOCIAL, etc.)
- (b) Section IV, - GOVERNMENT (POLITICAL, etc.)
- (c) Section V, - ECONOMIC

(2) ARMY to prepare or provide following:

- (a) Section VIII, - TERRAIN INTELLIGENCE
- (b) Section XI, - MILITARY

(3) NAVY to prepare or provide following:

- (a) Section IX, - COASTS & COASTAL.
- (b) Section XIV, - FLEET Section.

(4) ARMY AIR to provide

- (a) Section XII, - ARMY AIR

NAVY AIR to provide

- (b) Section XIII, - NAVAL AIR

(5) MEDICAL to provide following:

(a) Section VII, - HEALTH & SANITATION

AEROLOGISTS to provide following:

(b) Section X, - METEOROLOGY & OCEANOGRAPHY.

(6) The Editing Agency would collect and collate the preceding, and would itself provide and prepare the following:

(a) Frontispages (Editorial, and general (see below))

(b) Section I, - LOCATION & IMPORTANCE

(c) Section II, - GEOGRAPHY & CLIMATE (see below)

(d) Section VII, - PORTS & PORT FACILITIES (including Airports, - see below)

(e) All General Annexes &/or (General appendices).

g. Format.

The present atlas-like format, with wide pages, was found necessary in preparing the ALEUTIANS Monographs, in order to permit orienting of the photos (many of which were un-named); and also in the present ONI '100' Series, in order to permit inclusion of the mosaics & maps (there was no time to get them reproduced by map agencies). For small subjects, the former narrower pages are preferable; for larger subjects and areas, with many maps and mosaics etc., the wide format is highly advantageous.

f. Binding & Folders.

The present type fiber-covers and fasteners were instituted in DNI Field Monographs in Dec. 1940 (and have since been adopted by several other agencies).

g. Frontispages

(1) The following are prescribed by Navy Regs.
(Also, or similar, by Army, I believe):

- i. Title page.
- ii. Promulgating letter.
- iii. Correction Record.
- iv. List of Effective pages.

(2) The following follow the Army Survey format

- v. TABLE OF CONTENTS.
- vi. LISTS of Diagrams & Illustrations
- vii. AGENCY INDEX

(3) The following have been included at order or suggestion of different higher authorities:

- viii. Foreward & Reference List.
- ix. Alphabetical Index.
- x. Glossary (when pertinent).

I recommend these features be retained.

I also recommend:

That the Editing Agency use additional frontispaces, above X, when pertinent, for general maps, or/ & for general material, which may not fit in or have been used elsewhere, or which may be received late. (This can be done, after printing of main body; & is a very helpful device, where things must be gotten out in a hurry, & yet all pages be numbered & accounted for).

h. Numbering of Pages.

The numbering of pages, and listing of effective pages, etc., is prescribed in Navy Regulations.

i. General Considerations.

(1) The proposed form, Sections I to V inclusive, is that at present used in Army Surveys and in OSS Publications; and after much study, experiment, and "permutations & combinations", I also have arrived at definite conclusion that that is the best sequencing. (All the material for ONI Monographs now being worked on is being tentatively so arranged).

The proposed Section VI as indicated, conforms with prescriptions of Com. Amph. Force letter, (and Cominch endorses).

I am convinced a Sect. VII as indicated, should be included (& this follows [redacted] practice).

25X1X7

(2) What is needed under present urgency, is to get out things quick; therefore, only helpful and useful or expediting changes should be made now, unless positively pertinent.

(3) It will be noted that the proposed form, and recommended procedures, are suitable for different types of Studies:

Monograph, - Collection of all pertinent material.

Field Monograph, - Same, arranged for use in field.

Survey, - Review, or Summary, of preceding.

Strategic Study, - Any of preceding.

Intelligence Study, - Digest of current and more recent information, reports, etc.

Also, that it is suitable for Studies prepared in different modes as to Editing:

Independent, - by an agency alone.

Interservice, - by an agency assisted by other service(s).

Combined, - With parts from 2 or more separate agencies.

Joint, - by two agencies jointly (joined together).

k. Particular Consideration.

A very great advantage of the proposed form, is its adaptability to areas consisting of a great number of separated parts (such as Islands or Separated Colonies or isolated independent areas), - as for instance in ONI-52(A), ONI-39(A), ONI-40(A), ONI-100, (all of which are Studies on great or considerable numbers of Separate Islands). In such cases, Each Separate Island (or other isolated, independent, unit can be considered as a Separate Section, and then the usual paragraphing be carried out under each. (Attention is invited to arrangement of some one of the Field Monographs named, - as in this connection).